

ORGANIZATIONAL EVALUATION

Required Documentation/Action	Yes	No	N/A	Comments
Is the organizational structure of the contracting activity and its location within the overall organization appropriate?				
Are delegations of authority, responsibility, and accountability appropriate, formally documented, and understood by all elements of the contracting activity?				
Is there an adequate working relationship between the contracting activity and other organizations?				
Is the skill mix suitable for current and projected requirements (skill mix considers age, experience, time on job, etc.)?				
Are the facilities providing an environment conducive to effective and efficient operations?				
Are facilities available to conduct meetings and negotiations in a secure area?				
Do the facilities permit adequate protection of proprietary data, negotiation positions, and files? (FAR 4.8)?				
Is a formal procedure in place and being followed for the publication, control, and updating of local policy and directives?				
Is a formal procedure in place and being utilized for dissemination of policy guidance, regulations, etc., to appropriate organizations and field offices in a timely manner?				
Is there a focal point for ensuring development and dissemination of local regulations, policy, and guidance?				
Is there a readily accessible library which contains updated acquisition regulations, directives, and applicable guidance?				
Do local directives and forms supplement rather than duplicate higher level directives and forms? (FAR 1.3)				
Are standardized provisions and uniform formats utilized as required by acquisition regulations and other guidance? (FAR 1.4)				
Is a formal procedure established for dissemination of policy guidance, regulations, etc., to field offices for which the Head of Contracting Activity (HCA) is responsible?				
Are up-to-date records on the training of contract specialists being maintained?				
Have training requirements been identified for the acquisition organizations overall?				
Is management taking full advantage of available training courses?				
Have career development plans been established for all procurement professionals?				
Have the acquisition organizations initiated in-house training programs?				
Has an effective on-the-job training program been instituted?				
Does the contracting activity ensure that all requirements personnel receive adequate acquisition training?				

ORGANIZATIONAL EVALUATION

Required Documentation/Action	Yes	No	N/A	Comments
Is there a system for recognizing good performance?				
Are procurement professionals certifying annually that they have read the Standards of Ethical Conduct for employees of the Executive Branch handbook prepared by the U.S. Office of Government Ethics?				
Is there an identified focal point to handle Standards of Conduct matters?				
Have the procurement professionals been apprised of their duty to report inappropriate actions, and the methods available for making such reports, including hotline telephone numbers?				
Have the procurement professionals been apprised of the protection available to employees reporting improper actions?				
Are procedures in place to ensure that the selection, appointment and termination of appointment of Contracting Officers (CO) and Contracting Officer Representatives (COR)				
Is the number of COs appropriate?				
Do COs meet prescribed minimum qualifications?				
Do CORs meet prescribed minimum qualifications?				
Has a focal point been identified to maintain accurate and complete CO warrant files?				
Are certificates of appointment signed by the BPC as required?				
Are up-to-date records on training of COs being maintained?				
Are CORs formally designated by the CO and are they provided specific instructions regarding actions they may/may not take for the CO?				
Are management improvement objectives established to improve the quality of acquisition?				
Are adequate systems and procedures established for ensuring the quality of acquisition actions? Are independent reviews of transactions performed? Are local self-assessments, etc., conducted?				
Is the person certifying funds availability different from the person executing the acquisition action?				
Are checks and balances established to ensure that COs do not execute award instruments which they personally formulated and negotiated without prior review by a third party?				
Are adequate independent, legal, and Headquarters Business Clearance review procedures established for proposed contracts and subcontracts with clearly defined dollar thresholds?				
Are the reviews being performed completed and comprehensive?				
Are the scope and extent of the reviews and disposition of the review comments adequately documented?				

ORGANIZATIONAL EVALUATION

Required Documentation/Action	Yes	No	N/A	Comments
Are recommendations from audits related to the contracting activity's acquisition systems monitored until implemented?				
Are business reviews being conducted, and are the reviews being performed adequately comprehensive?				
Are procurement award data generally timely, accurate and complete?				
Are procurement information systems used by management as tools for analysis and decision making for items, such as, maintaining well-balanced workload; accomplishing awards within Bureau standard lead times; reducing noncompetitive actions; achieving socio-economic goals; contract past performance?				
Are all necessary personnel trained to input IPDS data and extract IPDS reports?				
Is a quality control check part of the data entry process?				
Is the record copy of the Individual Contract Action Report included in award files?				
Has the contracting activity appointed a small business/small disadvantaged business specialist? (FAR 19.201)				
Are there written internal procedures in place to ensure support of: small business set-asides; small and small-disadvantaged business subcontracting plans; contracting with the Small Business Administration under the 8(a) Program; small, small disadvantaged, and women-owned business enterprise contracting goals; awards for employee and contractor excellence in supporting the above activities?				
Does the contracting activity have a system for identifying and developing new small, small disadvantaged, and women-owned business enterprise business sources? (FAR 19.202-2(b))				
Is a list of small, small disadvantaged, and women-owned business enterprise businesses maintained and used by the activity, and is a list also maintained by products or services successfully obtained from such concerns? (FAR 19.501(f))				
Is the contracting activity pursuing and achieving its award goals for small, small disadvantaged, and women-owned business enterprise businesses? (P.L. 95-507)				
Are Advanced Acquisition Plans completed prior to the start of the Fiscal Year?				
Does the planning process for each acquisition promote and provide for consideration of acquisition of commercial items and full and open competition? (FAR 7.102)				
Does each written acquisition plan address the following? a. Consideration of all the technical, business, management and other significant aspects of the acquisition (FAR 7.105) b. Evidence of coordination between program, procurement, and all other personnel responsible for significant aspects of the acquisition (FAR 7.105) c. Adequate consideration of SB/SDB concerns (FAR 7.105 and 19.202-1) d. The extent and results of market research and its impact on acquisition plan elements (FAR 7.105(b))				
Is the contracting activity providing wide dissemination of standard lead times?				

ORGANIZATIONAL EVALUATION

Required Documentation/Action	Yes	No	N/A	Comments
Do the acquisition plans for major system acquisitions address the requirements specified at FAR 7.106?				
Is the contracting activity taking timely action to avoid the necessity for making future noncompetitive awards for the same or similar requirements as those previously awarded on a noncompetitive basis? (FAR 6.303-2)				
Are restrictions to full and open competition being effectively challenged?				
When acquisitions are planned to be by other than full and open competition are such actions justified under one of the exceptions described in FAR 6.302?				
Is the activity avoiding splitting of requirements?				
Are requirements being reviewed to ensure that assistance instruments or interagency agreements are not chosen over acquisition instruments for the purpose of avoiding competition requirements? (P.L. 95-224, 10 C.F.R. 600.5, and FAR 6.002, 17.504, and 35.003)				
Is adequate advance planning avoiding the following undesirable practices? a. Noncompetitive awards or contract modifications (FAR 6.301 and 7.103) b. The frequent use of letter contracts and/or pre-award cost arrangements c. An inordinately heavy workload at the end of the fiscal year				
Have existing and excess inventories been reviewed to identify available resources to fulfill the requirement before procuring additional items?				
Are mandatory sources of supply being used as required?				
Is the administration function receiving adequate resources and management attention?				
Is management periodically assessing the effectiveness of monitoring by Government personnel?				
Are appropriate personnel (including those outside the acquisition organization) trained or scheduled to be trained in post-award administration?				
Are administration responsibilities being assigned in advance of award?				
When contract administration is delegated outside of Bureau: a. Does the delegation memo address the specific functions delegated and the procedures to be followed? b. Are the efforts of the outside organization assessed to determine the value of the effort rendered?				
Is adequate management attention provided to ensure effective performance in the simplified acquisition area?				
Does the simplified acquisition function have defined lines of authority, responsibility, and approval?				
Does the contracting activity maintain a source list? (FAR 13.106)				
Does the contracting activity maintain an information system which tracks simplified acquisition actions, including modifications?				